

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Award and enter into contract with Andy Easton & Associates for RFP 005-0-2011/AT Grant Writing & Grant Administration Services for the Sumter County Community Development Block Grant (CDBG) Economic Development Category, FFY 2010 and 2011 (Staff recommends approval).

**REQUESTED ACTION:** Award and enter into contract with Andy Easton & Associates

☐ Work Session (Report Only)    **DATE OF MEETING:** 4/26/2011  
☒ Regular Meeting                      ☐ Special Meeting

**CONTRACT:** ☐ N/A

Vendor/Entity: Andy Easton & Associates

Effective Date: 4/26/2011

Termination Date: 4/26/2012

Managing Division / Dept:

Support Services / Public Works

**BUDGET IMPACT:** No fee for Grant Writing / \*\*\$12,000.00 for Grant Administration

☒ Annual  
☐ Capital  
☐ N/A

**FUNDING SOURCE:** County Transportation Trust

**EXPENDITURE ACCOUNT:** Professional Services

---

**HISTORY/FACTS/ISSUES:**

RFP 005-0-2011/AT Grant Writing & Grant Administration Services for Sumter County Community Development Block Grant (CDBG) Economic Development Category, FFY 2010 and 2011 was broadcast on 3-4-2011. Proposals were due on 4-8-2011 at 2:00pm and were opened at 3:35pm in Room 208 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785. This proposal is to seek a firm to conduct the CDBG Grant Writing and Grant Administration for 2010 & 2011 to fund an access road that will serve a health care facility on US 301.

Three proposals were received as follows: 1) Andy Easton & Associates - no fee for Grant Writing, price listing for Grant Administration is a total fee of \$12,000.00. \*\*Notes - If the grant is not awarded no fee is due. If the grant application is less than \$150,000.00, the Grant Administration fee will be reduced to an amount that will not exceed 8% of the requested grant amount. If the project scope is changed and the amount requested is more than \$150,000.00, the Grant Administration fee shall not exceed \$43,000.00 or 8% of the grant, whichever is less. 2) Keyser Marston Associates, Inc. - price listing for Grant Writing is not-to-exceed amount of \$16,120.00 and no price was listed for Grant Administration. 3) Chastain Skillman, Inc. - price listing for Grant Writing is \$3,900.00, price listing for Grant Administration listed at \$40,000.00. The Grant Administration fee would be adjusted proportionally if the grant amount is smaller.

The Selection Committee met on 4-13-2011 at 11:00am in Room 208 to discuss and score the proposals. The three proposals were scored as follows: Andy Easton & Associates - 290 points; Chastain Skillman, Inc. - 208 points; and Keyser Marston Associates, Inc. - 98 points.

The Selection Committee is recommending to the Sumter County Board of County Commissioners to award Andy Easton & Associates the contract for RFP 005-0-2011/AT.

See the following attached items: proof of publication, bid opening meeting minutes, Selection Committee meeting minutes, Selection Committee score sheets, Andy Easton & Associates proposal, the contract, Notice of Award, Notice to Proceed, and the RFP bid document.

---

## REQUEST FOR BIDS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following:

“Request for Proposals for Sumter County Community Development Block Grant (CDBG) Grant Writing and Grant Administration Services of the Economic Development Grants – FY 2010 and 2011 Funding Cycles”

Bid information is available upon request by calling (352) 569-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Procurement Coordinator  
Mailing Address: 7375 Powell Road, Suite 206  
Wildwood, FL 34785  
E-mail: [Amanda.taylor@sumtercountyfl.gov](mailto:Amanda.taylor@sumtercountyfl.gov)  
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFP shall be, March 18, 2011 by 5:00pm. A copy of the bid must be obtained in order to view the items being bid by Sumter County.

All bids are due by 2:00 p.m. on April 8, 2011 to the address listed above. Late submittals will be rejected and returned unopened to the Proposer. Bids must be firmly sealed in packaging that is clearly marked on the outside: “RFP 005-0-2011 for Sumter County CDBG Grant for Grant Writing and Grant Administration Services of the Economic Development Grants – FY 2010 and 2011 Funding Cycles”. Sealed Bids must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Bids become the property of the County, who has the right to use any or all ideas presented in any Bid submitted in response to this Bid, whether or not the Bid is accepted. Bids will be opened at 2:05pm on April 8, 2011 in Room 208 of The Villages Sumter County Service Center, Wildwood, FL 34785.

BOARD OF SUMTER COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
PUBLISH 3/4/2011

RFP 005-0-2011/AT Grant Writing & Grant Administration Services for the Sumter County Community Development Block Grant (CDBG) Economic Development Category, FFY 2010 & 2011 Bid Opening Meeting was held on April 8, 2011 at 3:35pm in Room 208 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785. The meeting started late due to a conflict in schedule with staff.

Amanda Taylor and Art Bisner were present to represent county staff.

Amanda stated the Selection Committee will meet on 4-13-2011 at 11:00am in Room 208. The Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners on 4-26-2011.

Amanda stated one (1) original, one (1) electronic version, and three (3) copies were to be included in each submitted bid package. Amanda stated three proposals were received on time and were opened in no particular order as follows:

1. Keyser Marston Associates, Inc. – all copies were included, price listing for grant writing is a not-to-exceed amount of \$16,120.00, and no price was listed for grant administration.
2. Andy Easton & Associates – all copies were included, price listing for grant writing listed at no cost to the County, price listing for grant administration is a total fee of \$12,000.00\*\* Notes – If the grant is not awarded no fee is due. If the grant application is less than \$150,000, the grant administration fee will be reduced to an amount that will not exceed 8% of the requested grant amount. If the project scope is changed and the amount requested is more than \$150,000 the grant administration fee shall not exceed \$43,000 or 8% of the grant, whichever is less.
3. Chastain Skillman, Inc. – all copies were included, price listing for grant writing is \$3,900, price listing for program administration listed at \$40,000. The program administration fee would be adjusted proportionally if the grant amount is smaller.

The meeting adjourned at 3:45pm.

RFP 005-0-2011/AT

Grant Writing and Grant Administration Services for the Sumter County Community Development Block Grant (CDBG) Economic Development Category, FFY 2010 & 2011

The Selection Committee met on April 13, 2011 at 11:00am in Room 208 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785. Art Bisner, Kathy Young, and Chris Wert were present representing the Selection Committee. Amanda Taylor was present representing county staff.

Amanda stated the Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners on April 26, 2011. Amanda also stated scoring was a requirement for this RFP's CDBG grant application.

Amanda then turned the meeting over to the Selection Committee.

The Selection Committee discussed the three proposals that were submitted.

Totals Scores are as follows: Andy Easton & Associates – 290; Chastain Skillman – 208; and Keyser Marston Associates, Inc. – 98. (Scoring sheets are attached)

The Selection Committee agreed that Andy Easton & Associates was the most qualified firm for this RFP and their recommendation for award to the BOCC.

The meeting adjourned at 11:08am.

# RANKING SHEET

## Sumter County

(This is for the CDBG Economic Development Grant Program)

FFY 2010 / 2011- Grant Administration

Person Ranking Firms:	Kathy Young
-----------------------	-------------

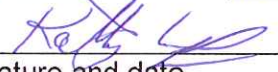
Firm A:	Andy Easton & Associates - All required forms
Firm B:	Chastain Skillman - All forms
Firm C:	Keyser Marston Assoc. All forms - Cover Page in middle of
Firm D:	

Proposal  
states must  
be first page

EVALUATION FACTORS (CDBG-CR Grant Writing)	POSSIBLE POINTS	A	B	C	D
Successful similar Florida Small Cities CDBG experience	30	30	20	0	
Management and staffing	25	25	20	10	
Approach to tasks to be performed	25	25	15	5	
Familiarity or ability to become familiar with local needs	15	15	10	0	
Price (also provided an explanation of the basis for the fee)	5	5	2	3	
TOTAL	100	100	67	18	

First Ranked Firm is: Andy Easton  
 Second Ranked Firm is: Chastain Skillman  
 Third Ranked Firm is: Keyser Marston Assoc.

↓  
No  
CDBG

Signature and date:  4/12/11

## PART 2 EVALUATION AND AWARD

### PROPOSAL EVALUATION

This Request for Proposal includes following all the procedures in this document and sending the sealed proposal information to the Sumter County BOCC by the due date and time. Once proposals are received, the Selection Committee members will independently review each submittal and score each proposal based on the evaluation criteria. All proposals received in accordance with this Request for Proposals will be evaluated using the following criteria for each category –a) 2010 Grant Writing; b) 2010 Grant Administration; c) 2011 Grant Writing; d) 2011 Grant Administration.

### RANKING SHEET

#### Sumter County

(This is for the CDBG Economic Development Grant Program)  
FFY 2010 / 2011- Grant Administration

Person Ranking Firms:	
-----------------------	--

Firm A:	Andy Easton & Assoc.
Firm B:	Keyser Marston & Assoc.
Firm C:	Chastain Skillman
Firm D:	

EVALUATION FACTORS (CDBG-CR Grant Writing)	POSSIBLE POINTS	A	B	C	D
Successful similar Florida Small Cities CDBG experience	30	25	10	15	
Management and staffing	25	25	10	20	
Approach to tasks to be performed	25	20	10	15	
Familiarity or ability to become familiar with local needs	15	15	5	5	
Price (also provided an explanation of the basis for the fee)	5	5	5	5	
<b>TOTAL</b>	<b>100</b>	<b>90</b>	<b>40</b>	<b>60</b>	

First Ranked Firm is: Andy Easton  
 Second Ranked Firm is: Chastain Skillman  
 Third Ranked Firm is: \_\_\_\_\_  
 Signature and date: [Signature] 4-13-11

**Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified.**



## PART 2 EVALUATION AND AWARD

### PROPOSAL EVALUATION

This Request for Proposal includes following all the procedures in this document and sending the sealed proposal information to the Sumter County BOCC by the due date and time. Once proposals are received, the Selection Committee members will independently review each submittal and score each proposal based on the evaluation criteria. All proposals received in accordance with this Request for Proposals will be evaluated using the following criteria for each category –a) 2010 Grant Writing; b) 2010 Grant Administration; c) 2011 Grant Writing; d) 2011 Grant Administration.

### RANKING SHEET

#### Sumter County

(This is for the CDBG Economic Development Grant Program)  
FFY 2010 / 2011- Grant Administration

Person Ranking Firms:	Art Bisner
-----------------------	------------

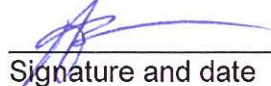
Firm A:	Keyser Marston Associates, Inc.
Firm B:	Chastain Skillman
Firm C:	Andy Easton & Associates
Firm D:	

EVALUATION FACTORS (CDBG-CR Grant Writing)	POSSIBLE POINTS	A	B	C	D
Successful similar Florida Small Cities CDBG experience	30	0	20	30	
Management and staffing	25	15	25	25	
Approach to tasks to be performed	25	20	25	25	
Familiarity or ability to become familiar with local needs	15	5	10	15	
Price (also provided an explanation of the basis for the fee)	5	0	1	5	
<b>TOTAL</b>	<b>100</b>	<b>40</b>	<b>81</b>	<b>100</b>	

First Ranked Firm is: Andy Easton

Second Ranked Firm is: Chastain Skillman

Third Ranked Firm is: Keyser Marston

 4-13-11  
Signature and date

**Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified.**